

Jamaica School Administrative System

JSAS

VERSION 6.0

USERS' GUIDE

Prepared by
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NEW HORIZONS FOR PRIMARY SCHOOLS

GOJ/USAID

Contract No.
532-C-00-98-12345-00 & 532-C-00-03-00060-00

For
**THE MINISTRY OF EDUCATION, YOUTH AND
CULTURE**

In collaboration with
IDEAS Ltd



IDEAS

A joint initiative of the Governments of Jamaica and the United States of America through their monitoring agencies - the Ministry of Education, Youth and Culture and the United States Agency for International Development.

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Preface



USING JSAS IN TEACHER MODE

Using JSAS in *Teacher Mode* allows teachers, which are entered into the database, access to perform various administrative functions. To access this mode, a teacher logs into the database and performs the following functions:

- Record Student Attendance
- Class and Student Information
- Reports Menu
- Attendance Summary

Teacher Mode

The *Teacher Mode* screen allows teachers access to the following functions: *Record Student Attendance, Class and Student Information*

1. To access the *Teacher Mode* click on the *Teacher Mode* button on the *Main Menu*, circled in red on Figure 0.1, and follow the steps listed below.

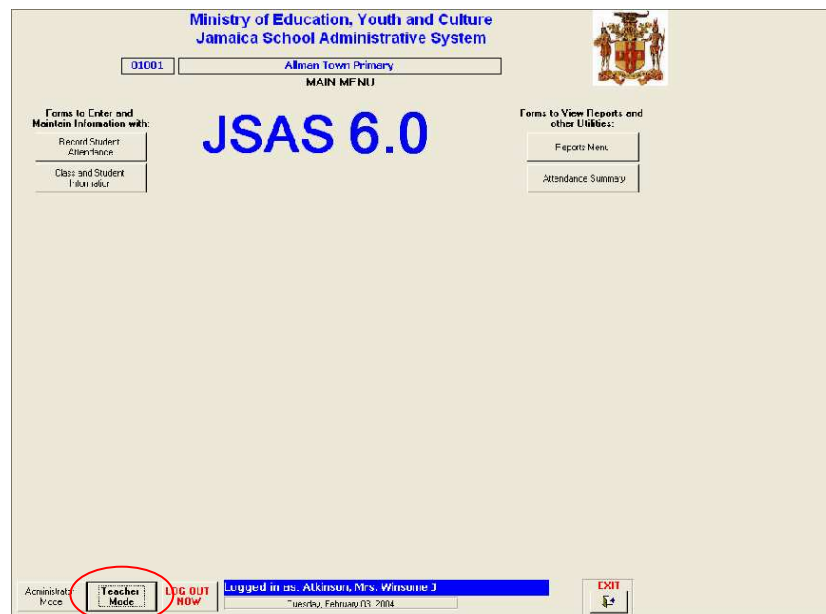


Figure 0.1

2. Once the *Teacher Mode* button is clicked, the *Teacher Mode* form will appear as shown in Figure 0.2.
3. Select a teacher by clicking the down arrow on the *Teacher* text box and select the Teacher's name. (Figure 0.2) If a particular name cannot be located, make sure the Teacher has been added into the database (refer to *JSAS Installation and Setup Manual, Chapter 4, Teacher Information Setup*, page 65).

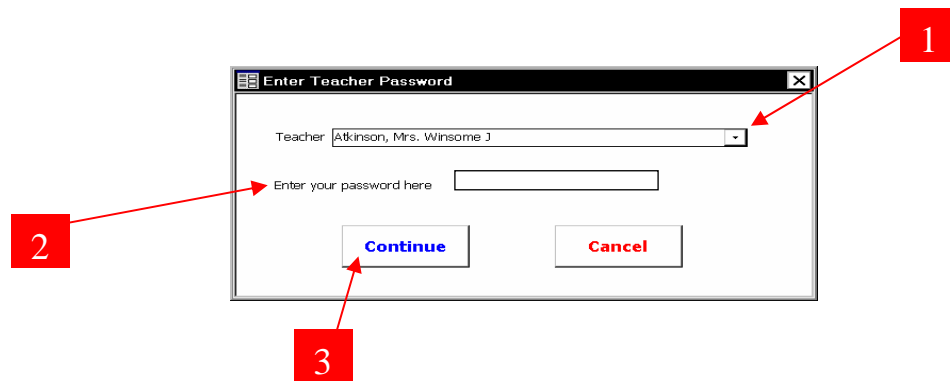


Figure 0.2

4. Click in the *Enter Your Password Here* box and type the password assigned by the teacher.
 - a. If a password has not been assigned, click *Continue*
 - b. To set a teacher password, (refer to *JSAS Installation and Setup Manuel, Chapter 3, School Information and Setup-Teacher's Password*, page 46).
5. Click *Continue* and the Programme will log the Teacher into the system. The Programme shows who is logged into the system as shown on Figure 0.3 (circled in red: *logged in as Atkinson, Mrs. Winsome, J*).

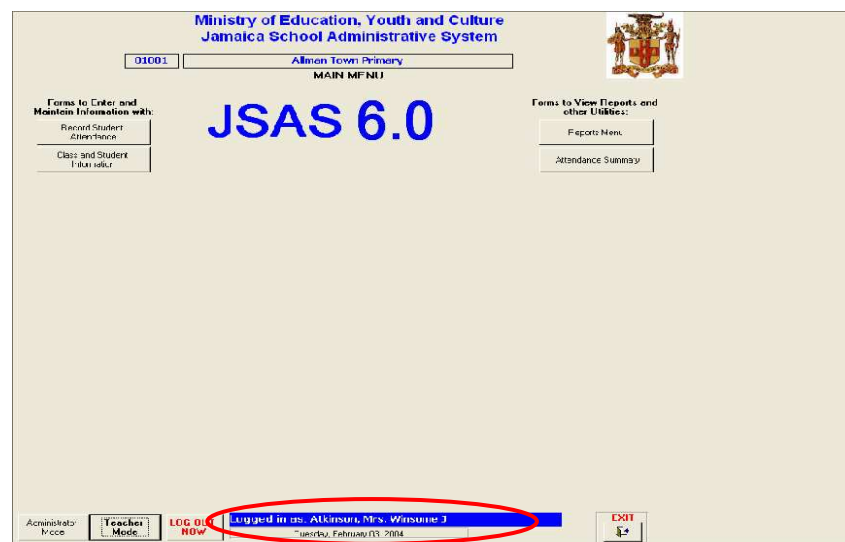


Figure 0.3

After logging in, access can be made to any of the buttons available in *Teacher Mode*.

chapter 1



RECORD STUDENT ATTENDANCE

The *Record Student Attendance* Form is where daily attendance is recorded into the database and attendance reports become available for the class.

CONTENTS

Record Student Attendance

- Opening the Record Student Attendance Form
- Selecting a Class to Mark Attendance
- Using the Calendar Icon
- Marking Attendance

The Record Student Attendance Form

1. Click the *Record Student Attendance* button circled in red on Figure 1.1 to access the *Record Student Attendance* form and begin marking attendance for a class.

Ministry of Education, Youth and Culture
Jamaica School Administrative System

01001 Alison Town Primary
MAIN MENU

JSAS 6.0

Forms to Create and Maintain Information with:

- Record Student Attendance
- Class and Student Information

Forms to View Reports and other Utilities:

- Reports Menu
- Attendance Summary

Administrator: Noce Teacher Mode LOG OUT NOW Logged in as: Atkinson, Mrs. Winstone J Thursday, February 03, 2004

Figure 1.1

2. The *Record Student Attendance* Form appears as shown in Figure 1.2.

JSAS Record Student Attendance

School Year: [Dropdown] Term: [Dropdown] Grade: [Dropdown]

Student: [Text Field] Section: [Text Field] Teacher: [Text Field]

Previous [Button] Next Day [Button]

No Class Selected to Record

After you select a Grade and Class above, the class list will appear here.

Rules and Tips

After selecting the Grade and Class, all currently enrolled students will appear with their attendance data if you have previously recorded attendance for the date shown above.

If you haven't yet recorded attendance for this date, a red banner will state: "Attendance has NOT yet been recorded for this date" all across the top of the Jamaica List of Attendance.

When first viewing attendance for any date, all students will initially be shown as Present for both Sessions, although you can use the following button to set them ALL to initially Absent or back to all initially Present. You might do this to save yourself work if on a given date you had many more students absent than were present.

Set All Students to Initially Absent

You need then mark only the exceptions by clicking the "Absent" or "Present" checkboxes for Session 1 under Session 2. If there are no exceptions, click the red button to the left of the Jamaica List of ATT to "Reset the attendance for the date."

The student name shows which Session(s) you have marked absence for. The attendance totals are updated each time you change the attendance information.

You may correct any entries by clicking on the "Present" or "Absent" checkboxes corresponding to the student and Session.

When you are finished entering or modifying the student attendance, click the red "Click here when finished marking attendance" or "Go date" button to the left of the Jamaica List of ATT.

Attendance Summary Return to Main Menu

Figure 1.2

3. Click the down arrow on the *School Year*, *Term*, *Grade* and *Subject*, *Section*, *Teacher* text box, as circled in Figure 1.2. Select the correct year, grade and teacher.
4. The class and date appears in the form. The date can be changed by clicking on the arrows or clicking on the calendar icon as shown in Figure 1.3.
 - a. Click the arrow, *Next Day* or *Previous Day*, until a suitable date is located, as indicated in red in Figure 1.3.

JSAS Record Student Attendance

School Year: 2000-2001 Term: Christmas Grade: 2 Subject: General Primary Education Section: A Teacher: Anderson, Miss Leila A

Monday, September 04, 2000

Previous Next Day

Recorded Attendance may be

Session 1 Attendance:	Male	Female	Total	Session 1	Session 2
Session 2 Attendance:	Male	Female	Total	Present	Absent
Male	Anderson, Kellar A. (9474)	Female	13	41	41
Male	Baccas, Kasim A. (9748)	Female	13		
Male	Beckford, Kenrick (9364)	Female	13		
Male	Bentley, Jarvis S. (9365)	Female	13		
Male	Briscoe, Bryan R. (9339)	Female	13		
Male	Carly, Kassel (9661)	Female	13		
Male	Charliou, Odane (9380)	Female	13		
Male	Clarke, Maurice N. (9447)	Female	13		
Male	Cole, Tangona J. (9402)	Female	13		
Male	Cooper, Lamar (9412)	Female	13		
Male	Cooper, Sheldon (9411)	Female	13		
Male	Cunningham, Shanwayne (9477)	Female	13		
Male	Ellis, Odain (9478)	Female	13		
Male	Evans, Dane (9479)	Female	13		
Male	Evans, Philip (9774)	Female	13		
Male	Fray, Lorenzo (9458)	Female	13		
Male	Grant, Mark (9325)	Female	13		
Male	Green, Jason J. (9374)	Female	13		
Male	Hall, Raheem A. (9320)	Female	13		
Male	Hall, Simroy (9482)	Female	13		
Male	Hanson, Sheldon (9480)	Female	13		
Male	Harris, Nashawn N. (9443)	Female	13		
Male	Harris, Nashawn N. (9443)	Female	13		
Male	Harris, Nashawn N. (9443)	Female	13		

2000-2001 School Year - Christmas Term

September 2000

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Day: < > Week: < > Month: < >

Use the Date Selected

Find Next Unrecorded Date

Attendance Summary Return to Main Menu

Figure 1.3

- b. Click the on the calendar icon, Figure 1.3, and the pop up form appears.
 - i. The dates on the calendar shown in blue are dates outside of the selected term, which was set up in the *JSAS Installation and Setup Manual; Chapter 3 under: School Year Setup*, page 49. No selection can be made in that section.
 - ii. The day, week, and month navigation buttons navigate to the appropriate date. Use the arrow keys beside these buttons to find the date needed to mark the attendance.

- iii. Click on the date on the calendar and then click on the *Use the Date Selected* button, and the class list will appear, ready to be marked.
 - iv. The *Find Next Unrecorded Date* button locates the next date unrecorded attendance date.
 - v. After the date is selected, click the *Use the Date Selected* button and the class list will appear, ready to be marked.
5. The *Record Student Attendance* Form lists the class and register to be marked for the dated selected. (Figure 1.4). All students currently enrolled in the class are marked present by default. The absent students must be marked. There is a button to the right of the form, as indicated in the red circle on Figure 1.4, called *Set All Students to Initially Absent*, which sets all students to absent.

JSAS Record Student Attendance

School Year: 2001-2002 Term: Easter Grade: Grade 6

Monday, January 07, 2002

Attendance has NOT yet been recorded for this date.

Subject: General Primary Education Section: B Teacher: Brown, Mr. Byron M

Session 1 Attendance:		Session 2 Attendance:		Total
Male	Female	Male	Female	
22	21	22	21	43

	Session 1		Session 2	
	Present	Absent	Present	Absent
Male Anderson, Ricardo (8189)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Chambers, Ricardo S. (5899)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Daley, Romaine (8021)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Duffus, Marlon (9729)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Dyer, Andrae (9951)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Evans, Oniel R. (5918)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Farquherson, Adrian (8231)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Ferguson, Leroy T. (8034)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Harvey, Shawn (5882)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Holness, Mossiana (5939)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Johnson, Aldane (9593)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Leslie, Randie (5920)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Malcolm, Jermaine (9578)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Manning, Shevroy (10002)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male McLean, Collin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Myles, Maurice (9973)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Reid, Rodger (5834)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Richards, Shevano A. (9420)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Rose, Oniel (0001)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Stewart, Kimonie (9468)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Tapper, Craig (9323)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male Thomas, Mario (5877)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female Anderson, Loi (9793)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female Benjamin, Kishanna (5607)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes and Tips:

After selecting the Grade and Class, all currently enrolled students will appear with their attendance data if you have previously recorded information for the date shown above.

If you haven't yet recorded attendance for this date, a red button entitled "Attendance has NOT yet been recorded for this date" will appear to the left of the Jamaica Coat of Arms.

When first recording attendance for any date, all students will initially be shown as Present for both Sessions, although you can use the following button to set them ALL to initially Absent or back to ALL initially Present. You might do this to save yourself work if on a given date you had many more students absent than were present.

Set All Students to Initially Absent

You need then mark only the exceptions by clicking the "Absent" or "Present" checkbox for Session 1 and/or Session 2. If there are no exceptions, click the red button to the left of the Jamaica Coat of Arms to record the attendance for the date.

The student name shows which Session(s) you have marked absences for. The attendance totals are updated each time you change the attendance information.

You may correct any entries by clicking on the "Present" or "Absent" checkbox corresponding to the Student and Session.

When you are finished entering or modifying the student attendance, click the red "Click here when finished marking attendance for this date" button to the left of the Jamaica Coat of Arms.

Monday, August 12, 2002

Attendance Summary Return to Main Menu

Figure 1.4

6. To mark the attendance of the students that are absent, locate the names of the students and click the appropriate boxes for session 1 and session 2.

Session 1 Attendance: Male 22 Female 21 Total 43				Session 1		Session 2	
Session 2 Attendance: Male 22 Female 21 Total 43				Present	Absent	Present	Absent
Male	Anderson, Ricardo (8189)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Chambers, Ricardo S. (5899)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Daley, Romaine (8021)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Duffus, Marlon (9729)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Dyer, Andrae (9951)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Evans, Oniel R. (5918)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Farquherson, Adrian (8231)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Ferguson, Leroy T. (8034)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Harvey, Shawn (5882)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Holness, Mossiana (5939)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Johnson, Aldane (9593)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 1.5

- a. After marking the attendance, the *Attendance has NOT yet been recorded for Update* button must be clicked to save the changes, shown circled in red on Figure 1.6.

JSAS

Record Student Attendance

School Year

2001-2002

Term

Easter

Grade


Grade 6

Monday, January 07, 2002

Previous Day

Next Day

Attendance has NOT yet been recorded for this date.



Subject

General Primary Education

Section

B

Teacher

Brown, Mr. Byron M

Session 1 Attendance: Male 22 Female 21 Total 43

Session 2 Attendance: Male 22 Female 21 Total 43

Session 1

Session 2

Present

Absent

Present

Absent

Male	Anderson, Ricardo (8189)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Chambers, Ricardo S. (5899)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Daley, Romaine (8021)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Duffus, Marlon (9729)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Dyer, Andrae (9951)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Evans, Oniel R. (5918)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Farquherson, Adrian (8231)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Ferguson, Leroy T. (8034)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Harvey, Shawn (5882)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Holness, Mossiana (5939)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Johnson, Aldane (9593)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Leslie, Rendie (5920)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Malcolm, Jermaine (9578)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Manning, Shevroy (10002)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	McLean, Collin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Myles, Maurice (9973)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Reid, Rodger (5834)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Richards, Shevano A. (9420)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Rose, Oniel (0001)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Stewart, Kimonie (9468)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Tepper, Craig (9323)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Thomas, Mario (5877)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female	Anderson, Loi (9793)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female	Benjamin, Kishanna (5607)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes and Tips:

After selecting the Grade and Class, all currently enrolled students will appear with their attendance data if you have previously recorded information for the date shown above.

If you haven't yet recorded attendance for this date, a red button entitled "Attendance has NOT yet been recorded for this date" will appear to the left of the Jamaica Coat of Arms.

When first recording attendance for any date, all students will initially be shown as Present for both Sessions, although you can use the following button to set them ALL to initially Absent or back to ALL initially Present. You might do this to save yourself work if on a given date you had many more students absent than were present.

Set All Students to Initially Absent

You need then mark only the exceptions by clicking the "Absent" or "Present" checkbox for Session 1 and/or Session 2. If there are no exceptions, click the red button to the left of the Jamaica Coat of Arms to record the attendance for the date.

The student name shows which Session(s) you have marked absences for. The attendance totals are updated each time you change the attendance information.

You may correct any entries by clicking on the "Present" or "Absent" checkbox corresponding to the Student and Session.

When you are finished entering or modifying the student attendance, click the red "Click here when finished marking attendance for this date" button to the left of the Jamaica Coat of Arms.

Monday, August 12, 2002

Attendance Summary

Return to Main Menu

Figure 1.6

- b. Once the changes have been recorded, the button changes to: *Attendance has been successfully recorded.*
- c. To modify the attendance record, make the changes. The button changes to read: *Click here when you have finished marking attendance for this date.* (Figure 1.7) Click on this button to update the records.

JSAS *Record Student Attendance*

School Year: 2001-2002 Term: Easter Grade: Grade 6

Monday, January 07, 2002

Previous Day Next Day

Subject: General Primary Education Section: B Teacher: Brown, Mr. Byron M

Session 1 Attendance: Male 22 Female 21 Total 43 Session 2 Attendance: Male 22 Female 21 Total 43

Male	Female	Total	Session 1 Present	Session 1 Absent	Session 2 Present	Session 2 Absent
Male	Anderson, Ricardo (8189)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Chambers, Ricardo S. (5899)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Deley, Romaine (8021)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Duffus, Marlon (9729)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Dyer, Andree (9951)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Evans, Oniel R. (5918)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Farquharson, Adrian (8231)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Ferguson, Leroy T. (8034)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Harvey, Shawn (5882)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Holness, Mossiana (5939)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Johnson, Aidane (9593)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Leslie, Randie (5920)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Malcolm, Jermaine (9578)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Manning, Shevroy (10002)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	McLean, Collin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Myles, Maurice (9973)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Reid, Rodger (5834)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Richards, Shevana A. (9420)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Rose, Oneil (0001)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Stewart, Kimonie (9468)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Tapper, Craig (9323)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Male	Thomas, Mario (5877)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female	Anderson, Loi (9793)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Female	Benjamin, Kishanna (5607)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes and Tips:

After selecting the Grade and Class, all currently enrolled students will appear with their attendance data if you have previously recorded information for the date shown above.

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You need then mark only the exceptions by clicking the "Absent" or "Present" checkbox for Session 1 and/or Session 2. If there are no exceptions, click the red button to the left of the Jamaica Coat of Arms to record the attendance for the date.

The student name shows which Session(s) you have marked absences for. The attendance totals are updated each time you change the attendance information.

You may correct any entries by clicking on the "Present" or "Absent" checkbox corresponding to the Student and Session.

When you are finished entering or modifying the student attendance, click the red "Click here when finished marking attendance for this date" button to the left of the Jamaica Coat of Arms.

Monday, August 12, 2002

Attendance Summary Return to Main Menu

Figure 1.7

7. When clicked, the *Attendance Summary* button located at the bottom of the form, circled in red on Figure 1.7, allows principals and teachers to have a summary of the daily attendance for each grade. If the attendance for an entire class was not recorded for a particular day, the missing record will be highlighted in red. (Figure 1.8)
 - a. Click on the print icon, circled in red on (Figure 1.8), to print the *School Attendance Summary* report.
 - b. Click on the *Exit School Attendance Summary Report* button, circled in blue, to close the report.

School Attendance Summary for the date shown below

12 February 2002

	SESSION 1			SESSION 2		
	Male	Female	Total	Male	Female	Total
22 of 23 Reported	270	234	504	270	234	504
Totals for the day:	270	234	504	270	234	504
Grade 1 (4/4)	47	35	82	47	35	82
Grade 2 (4/4)	40	40	80	40	40	80
Grade 3 (3/4)	50	20	70	50	20	70
Grade 4 (4/4)	52	51	103	52	51	103
Grade 5 (4/4)	47	44	91	47	44	91
Grade 6 (3/3)	34	44	78	34	44	78

Exit School Attendance Summary

Figure 1.8

chapter 2



CLASS AND STUDENT INFORMATION

The *Class and Student Information* Form is used to enter grades as well as to track the performance of students and the class as a whole. It also tracks the class attendance pattern, which can be used with scores to assess the students.

CONTENTS

Class and Student Information

- Opening the Class and Student Information Form
- Using the Buttons to Enter Information and Retrieve Reports for Students
- Using the Button to Retrieve Reports for the Class

The Class and Student Information Form

The Class and Student Information Form can be accessed through the Administrator Mode or the Teacher Mode.

Opening the Class and Student Information Form

1. Click on the *Administrator Mode* or *Teacher Mode* button on the *Main Menu* as shown in Figure 2.1.

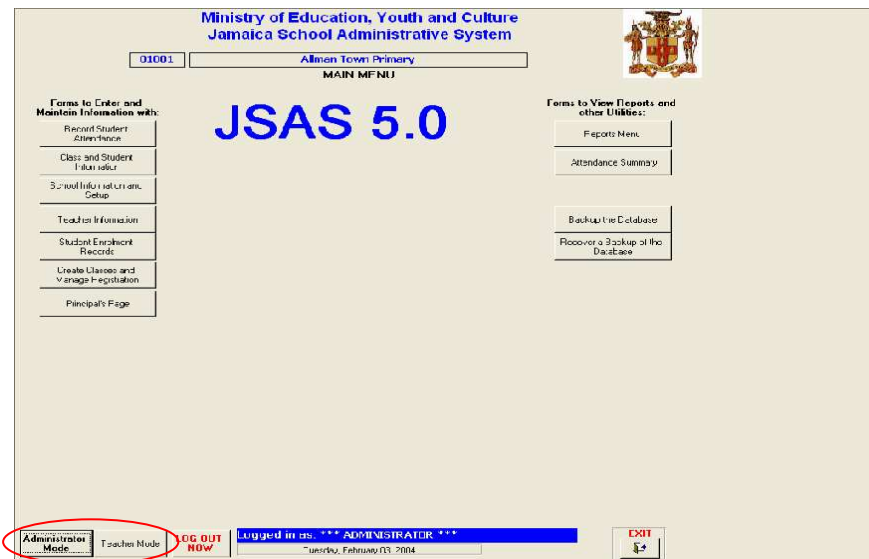


Figure 2.1

2. Click on the *Class and Student Information* button on the *Main Menu* as circled in red on Figure 2.2.

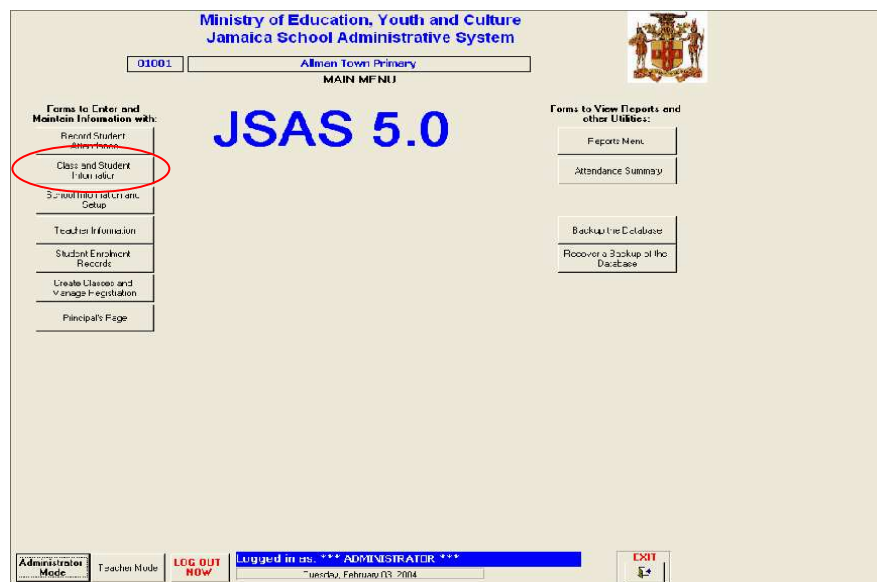


Figure 2.2

- Click on the down arrow text boxes labelled: *School Year, Term, Grade and Subject, Section, Teacher* to select the *Class and Student Information* circled in red in Figure 2.3.

JSAS **Class and Student Information**

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Red box to the right: all grades pending, yellow box some grades pending

Anderson, Romaine T. (9542)

This Class: Student Grades, Student Attendance Data, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005 [Return to Main Menu](#)

Figure 2.3

- A list of all the children in the selected class will appear in the form. (Figure 2.4)

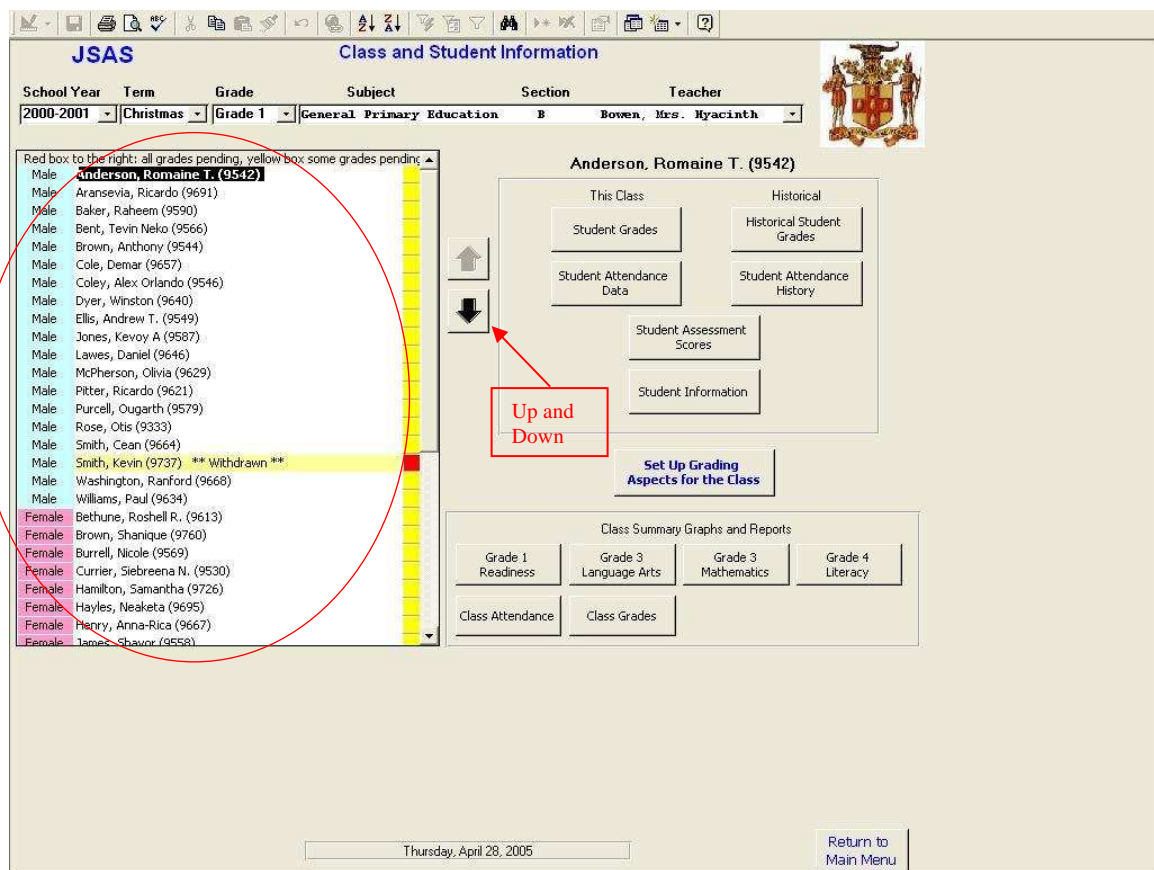


Figure 2.4

5. The up and down arrows allows you to scroll through the students listing. (Figure 2.4)
6. The coloured boxes to the right of the student's information have to do with scores of test, exams or work for that term. When all the scores for all subject areas have been entered, the box appears green; if only some of the grades have been entered, the box appears yellow; and if no grades have been entered, the box appears red as shown in Figure 2.5.

Red box to the right: all grades pending, yellow box some grades pending

Male	Bashford, Shevel (9369)	
Male	Brown, Tyrone (9777)	
Male	Edwards, Maschell (9455)	
Male	Ewan, Romeo (9965)	
Male	Forest, Jalawny (9463)	
Male	Foster, Doniel (9989)	
Male	Gayle, Keino (9983)	
Male	Hamilton, Richie (9446)	
Male	James, Jerome (9507)	
Male	Johnson, Marlon (9437)	
Male	Largie, Richardo (9330)	
Male	McLean, Chase (9351)	
Male	Mendez, Oshane (9970)	
Male	Mitchell, Kurt (9508)	
Male	Mitchell, Livingston U. (10000)	

Figure 2.5

Enter Information and Retrieve Reports for Students

1. The first six buttons at the top right side of the screen are used to enter and retrieve reports for an individual student within a class. When a student's name is selected, the student's name appears above the various buttons on the form. (Figure 2.6)

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Red box to the right: all grades pending, yellow box some grades pending

Anderson, Romaine T. (9542)

This Class: Student Grades, Student Attendance Data, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.6

2. The central button, *Set Up the Grading Aspects for the Class*, opens a form used to list subjects taught in a particular class and student characteristics that may impact the grading results. (Figure 2.7)

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacynth

Red box to the right: all grades pending, yellow box some grades pending

Anderson, Romaine T. (9542)

This Class: Student Grades, Student Attendance Data, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.7

- a. Click on the *Set up the Grading Aspects for the Class* button to begin the set up process. The following form opens (Figure 2.8):

2003-2004/Christmas: General Primary Education/Grade 2/Section 2: Atkinson, Mrs. Winsome J.

The form is used to create or modify the grading aspects for this class. You can manually enter new grading aspects in the line shown below with an asterisk (*) on the buttons at the left. If you want a grading aspect to be included as part of the final average for the class, make sure the check box is marked-the grading aspect will show in yellow. To delete a grading aspect, click on the button on the left and press the DEL or Delete key.

Rather than manually entering all of the grading aspects each term, you may also copy grading aspects from another class you have had. If no grading aspects have yet been entered, at the bottom of this form you can select the class from which you wish to copy the grading aspects from.

Grading Aspect	Box Checked Means: Grading Aspect Forms Part of Final Average
Maths	<input checked="" type="checkbox"/>
Language Arts	<input checked="" type="checkbox"/>
Social Studies	<input checked="" type="checkbox"/>
Science	<input checked="" type="checkbox"/>
Visual Arts	<input checked="" type="checkbox"/>
Religious Education	<input checked="" type="checkbox"/>
Participation	<input type="checkbox"/>
*	<input type="checkbox"/>

Copy Grading Aspects from another class of mine:

Copy Grading Aspects

Exit Form

Figure 2.8

- b. Click in the blank box area, type in the aspect and press the *Enter* key on the keyboard. List as many aspects as needed for the class.
 - i. The aspect can be of two forms averageable or non-averageable; meaning the subjects can either form part of the student's total average or not. If a subject is part of the total average, click in the check box to the right of the subject. If it is part of the average, it is shown in yellow. The other subjects will stay white.
- c. After creating the aspects for a class for a particular term they can be copied to the next available term. Click the arrow to the right of the list box labelled *Copy Grading Aspect from another class of mine* and select the class to copy the aspects to. (Figure 2.9)

2003-2004/Christmas: General Primary Education/Grade 7/Section 7: Atkinson, Mrs. Winsome J.

The form is used to create or modify the grading aspects for this class. You can manually enter new grading aspects in the line shown below with an asterisk (*) on the buttons at the left. If you want a grading aspect to be included as part of the final average for the class, make sure the check box is marked-the Grading Aspect will show in yellow. To delete a grading aspect, click on the button on the left and press the DEL or Delete key.

Rather than manually entering all of the grading aspects each term, you may also copy grading aspects from another class you have had. If no grading aspects have yet been entered, at the bottom of this form you can select the class from which you wish to copy the grading aspects from.

Grading Aspect	Box Checked Means Grading Aspect Forms Part of Final Average
Maths	<input checked="" type="checkbox"/>
Language Arts	<input checked="" type="checkbox"/>
Social Studies	<input checked="" type="checkbox"/>
Science	<input checked="" type="checkbox"/>
Visual Arts	<input checked="" type="checkbox"/>
Religious Education	<input checked="" type="checkbox"/>
Participation	<input type="checkbox"/>
*	<input type="checkbox"/>

Copy Grading Aspects from another class of mine:

Copy Grading Aspects

Exit Form

Figure 2.9

- d. Click on the *Copy Grading Aspects* button and all of the aspects will be available for the term.
 - e. After creating the subjects click on the *Exit Form* button to close the form.
3. After creating the subjects, the grades can be entered. Select a student's name by clicking on the name in the students' list or using the up or down arrow buttons to the right of the list.

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Hyacinth

Anderson, Romaine T. (9542)

This Class: Student Grades, Student Attendance Data, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.10

- Click on the *Student Grades* button, circled in blue on Figure 2.10, and open the form.
- The form lists the aspects as shown in Figure 2.11. Enter the grades for each subject by clicking in the grade box, circled in red on Figure 2.11, and typing the number. The grade should be marked out of a hundred. The programme ranks the student on that particular subject out of all the students' grades entered for the subject.

The screenshot shows a software window titled "mark, editing". It contains a table with the following data:

Grading Aspect	Grade	Class Rank	Comments
Language Arts		N/A	<input type="text" value="Enter comments for this grading aspect here"/>
Maths		N/A	
Religious Education		N/A	
Science		N/A	
Social Studies		N/A	
Visual Arts		N/A	
Participation		N/A	

Below the table, there is a summary section with the following information:

- Student Average:
- Class Average:
- Overall Rank: N/A

A note states: "Averages and Overall Rank shown at the left are calculated on all Grading Aspects shown underlined/in yellow (set up in average)". To the right of this section are a printer icon and a red "Exit Form" button.

Figure 2.11

- c. Enter comments on this subject to the far right in the comment box.
 - d. The student's average, class average and overall ranking are listed at the bottom of the form, circled in blue Figure 2.11.
 - e. Click the *Print* icon to print the grades for the student.
 - f. Always use the *Exit Form* button to close all forms after printing or viewing the form.
4. The *Historical Students Grade* button lists all grades for all terms attended by the student selected.

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Red box to the right: all grades pending, yellow box some grades pending

Student Name	Gender	Student ID	Status
Anderson, Romaine T.	Male	9542	Red box
Aransevia, Ricardo	Male	9691	Yellow box
Baker, Raheem	Male	9590	Yellow box
Bent, Tevin Neko	Male	9566	Yellow box
Brown, Anthony	Male	9544	Yellow box
Cole, Demar	Male	9657	Yellow box
Coley, Alex Orlando	Male	9546	Yellow box
Dyer, Winston	Male	9640	Yellow box
Ellis, Andrew T.	Male	9549	Yellow box
Jones, Kevoy A	Male	9587	Yellow box
Lawes, Daniel	Male	9646	Yellow box
McPherson, Olivia	Male	9629	Yellow box
Pitter, Ricardo	Male	9621	Yellow box
Purcell, Ougarth	Male	9579	Yellow box
Rose, Otis	Male	9333	Yellow box
Smith, Sean	Male	9664	Yellow box
Smith, Kevin	Male	9737	** Withdrawn **
Washington, Ranford	Male	9668	Yellow box
Williams, Paul	Male	9634	Yellow box
Bethune, Roshell R.	Female	9613	Yellow box
Brown, Shanique	Female	9760	Yellow box
Burrell, Nicole	Female	9569	Yellow box
Currier, Siebreena N.	Female	9530	Yellow box
Hamilton, Samantha	Female	9726	Yellow box
Hayles, Neaketa	Female	9695	Yellow box
Henry, Anna-Rica	Female	9667	Yellow box
James, Shavon	Female	9558	Yellow box

Anderson, Romaine T. (9542)

This Class

- Student Grades
- Student Attendance Data
- Student Assessment Scores
- Student Information

Historical

- Historical Student Grades
- Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports

- Grade 1 Readiness
- Grade 3 Language Arts
- Grade 3 Mathematics
- Grade 4 Literacy
- Class Attendance
- Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.12

- A form appears for the particular student. Click on the down arrow to the right of the list box labelled *Class* and select the historical record you wish to view. (Figure 2.13)

JSAS Class and Student Information

School Year: 2003-2004 Term: Christmas Grade: 2 Subject: General Primary Education Section: 2 Teacher: Atkinson, Mrs. Winsome

Red box to the right: all grades pending

mark, elling

Class: 2003-2004 Christmas Grade 2 General Primary Education

Grading Aspect: Grade: Class Rank: Comments:

Student Average: Overall Rank: Averages and Overall Rank shown at the left are calculated on all Grading Aspects shown under me/ in yellow (set up to average).

Exit Form

Wednesday, February 04, 2004

Return to Main Menu

Figure 2.13

- b. The student's historical data appears in the form, listing all the subjects and grade information. Figure 2.14

mark, elling

Class: 2003-2004 Christmas Grade 2 General Primary Education Atkinson, Mrs.

Grading Aspect	Grade	Class Rank	Comments
Language Arts	97	1/1	Good reader and writer. Pleasure to have in class
Maths	88	1/1	Needs help with Multiplication tables.
Religious Education	90	1/1	Enjoy in the class
Science	87	1/1	Needs to do more homework
Social Studies	82	1/1	Needs to complete homework
Visual Arts	99	1/1	Seems to be his favourite subject
Participation	100	1/1	Always participating and asks good questions

Student Average: 90.00 Overall Rank: Averages and Overall Rank shown at the left are calculated on all Grading Aspects shown under me/ in yellow (set up to average).

Class Average: 90.50 1/1

Exit Form

Figure 2.14

5. Click on the *Student Attendance Data* to open the student's attendance records for the current term only. (Figure 2.15). The data shows the student's attendance pattern for the term.

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Red box to the right: all grades pending, yellow box some grades pending

Anderson, Romaine T. (9542)

This Class: Student Grades, **Student Attendance Data**, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.15

- a. The *Student Attendance Data* Form appears showing the sessions in the term and the sessions the student was absent. (Figure 2.16) The chart separates session 1 and session 2, Monday through Friday. The data helps to identify an absence pattern the student may have.

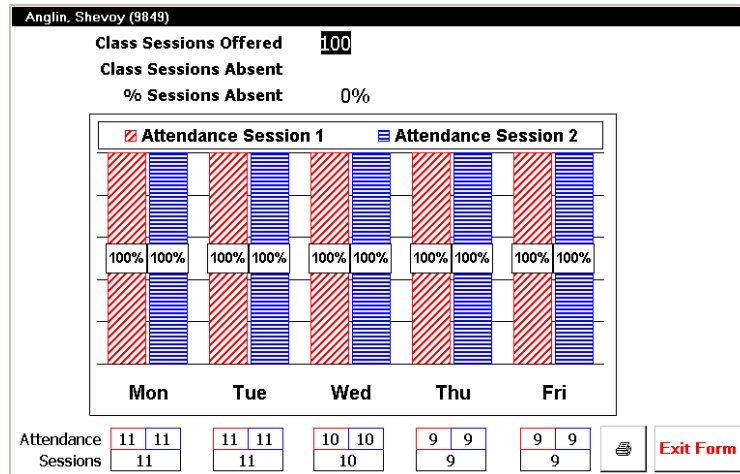


Figure 2.16

6. The *Student Attendance History* button, shown on Figure 2.17, displays a form that contains the historical attendance data of all terms attended for a particular student.

JSAS Class and Student Information

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Hyacinth

Red box to the right: all grades pending; yellow box: some grades pending

Anderson, Romaine T. (9542)

Student Grades, Historical Student Grades, Student Attendance Data, **Student Attendance History**, Student Assessment Scores, Student Information

[Set Up Grading Aspects for the Class](#)

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005 [Return to Main Menu](#)

Figure 2.17

- a. The *Student Attendance History* Form shows the year, term, sessions, and number of days attended. The percentage figures are coloured according to

ranges: red – less than 70%, yellow – 70 to 79.9%, green – 80 to 89.9%, blue – 90 or better. (Figure 2.18)

Anglin, Shevoy (9849)						% Sessions Attended	Days
Year	Term	Class					
2001-2002	Summer	Grade 1	General Primary Education	Boven, Mrs. Hyacinth		90%	29
2001-2002	Easter	Grade 1	General Primary Education	Boven, Mrs. Hyacinth		100%	50
2001-2002	Christmas	Grade 1	General Primary Education	Boven, Mrs. Hyacinth		100%	73

Exit Form

Figure 2.18

7. The *Students Assessment Scores* button displays a form used to enter the grades for the *Grade 1 Readiness*, *Grade 3 Diagnostic* and *Grade 4 Literacy tests*. These tests are given to the class at certain points in the school year and are required by the Ministry of Education Youth and Culture.
 - a. To enter the *Grade 1 Readiness* scores, select the class, click on the student and then click on the *Student Assessment Scores* button circled in red on Figure 2.19.

JSAS **Class and Student Information**

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Anderson, Romaine T. (9542)

Red box to the right: all grades pending, yellow box some grades pending

Student Name	Gender	Grade	Status
Male	Anderson, Romaine T. (9542)		
Male	Aransevia, Ricardo (9691)		
Male	Baker, Raheem (9590)		
Male	Bent, Tevin Neko (9566)		
Male	Brown, Anthony (9544)		
Male	Cole, Demar (9657)		
Male	Coley, Alex Orlando (9546)		
Male	Dyer, Winston (9640)		
Male	Ellis, Andrew T. (9549)		
Male	Jones, Kevoy A (9587)		
Male	Lawes, Daniel (9646)		
Male	McPherson, Olivia (9629)		
Male	Pitter, Ricardo (9621)		
Male	Purcell, Ougarth (9579)		
Male	Rose, Otis (9333)		
Male	Smith, Sean (9664)		
Male	Smith, Kevin (9737)	** Withdrawn **	
Male	Washington, Ranford (9668)		
Male	Williams, Paul (9634)		
Female	Bethune, Roshell R. (9613)		
Female	Brown, Shanique (9760)		
Female	Burrell, Nicole (9569)		
Female	Currier, Siebreena N. (9530)		
Female	Hamilton, Samantha (9726)		
Female	Hayles, Neaketa (9695)		
Female	Henry, Anna-Rica (9667)		
Female	James, Shavon (9558)		

Student Grades, Student Attendance Data, Student Assessment Scores, Student Information, Set Up Grading Aspects for the Class, Class Summary Graphs and Reports, Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.19

- b. The form appears as shown in Figure 2.20 allowing the scores to be entered. More information on how to enter the scores can be found in the **JSAS Installation and Setup Manual, Chapter 5; Student Assessment Scores**, page 80.

Anglin, Shevoy (9849)

Grade 1 Readiness Inventory

Readiness Inventory Test Scores

Tested in School Year: 2001-2002

	TOTAL ITEMS	RAW SCORE	%
I. Visual Motor Coordination	5	5	100%
II. Visual Perception	10	10	100%
III. Auditory Perception	15	14	93%
IV. Number Knowledge and Letter Knowledge	10	6	60%
TOTALS	40	35	88%

Non Mastery
Near Mastery
Mastery

Exit Form

Figure 2.20

- c. Follow the same procedure to enter the scores for *the Grade 3 Diagnostic* and *Grade 4 Literacy tests*.
8. Click on the *Students Information* button, circled in blue on Figure 2.19, to view existing student information. The student information appears in the form shown on Figure 2.21. The information can be edited and updated in this form.

Anglin, Shevoy (9849)

Year First Enrolled: 2001 Grade First Enrolled: Grade 1

Birthdate: 11-Apr-1995 Birth Certificate: NZ4471

Address: Mineral Heights

Parish: Clarendon

Father Information:

Mother Information: Darrian Eneson

Telephones:

Telephone Number	Home/Work/Mobile

Miscellaneous Information:

Mt. Clary Basic

Fully immunized

Exit Form

Figure 2.21

Using the Button to Retrieve Reports for the Entire Class

The area below the *Student Report and Information* buttons generates reports on the entire class for a particular term in graph form.

JSAS **Class and Student Information**

School Year: 2000-2001 Term: Christmas Grade: Grade 1 Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Myacinth

Red box to the right: all grades pending, yellow box some grades pending

Anderson, Romaine T. (9542)

This Class: Student Grades, Student Attendance Data, Student Assessment Scores, Student Information

Historical: Historical Student Grades, Student Attendance History

Set Up Grading Aspects for the Class

Class Summary Graphs and Reports: Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy, Class Attendance, Class Grades

Thursday, April 28, 2005

Return to Main Menu

Figure 2.22

1. The *Grade 1 Readiness* button displays a pie chart showing the performance of the entire class. (Figure 2.23)
 - The *Grade 1 Readiness* test is administered in the Christmas term and the results are sent to the Ministry. When the individual test scores have been entered, a report can be generated by clicking on the *Print Grade 1 Readiness Inventory Class Report* button.

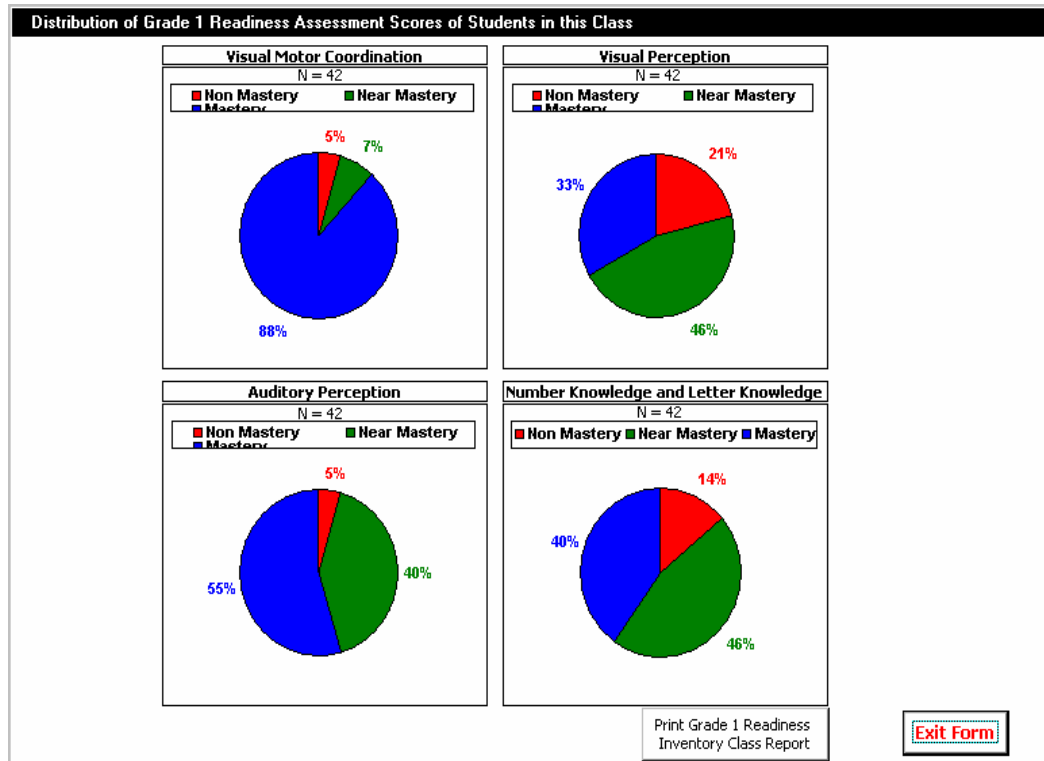


Figure 2.23

- The *Grade 3 Language Arts* and the *Grade 3 Mathematics* button displays pie charts for each class and a report can be generated for the Ministry of Education, Youth and Culture by clicking on the *Print Grade 3 Language Arts* and *Print Grade 3 Mathematics* button.

It is necessary to select the correct term to generate a specific report. To print the Grade 1 Report, the Christmas term must be selected. To print the Grade 3 reports, the summer term must be selected.

- The *Class Attendance* button (Figure 2.22) displays the attendance pattern for an entire class, both males and females, and both sessions. The chart can be modified to show the attendance patterns for either males or females, for both sessions or for an individual session.

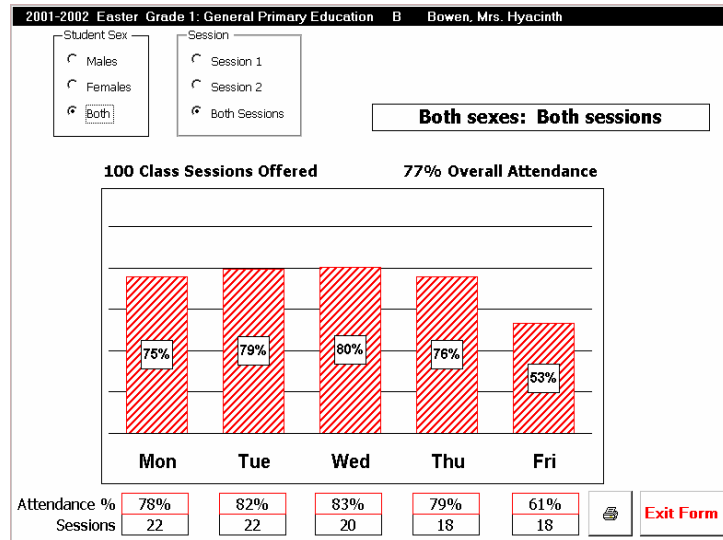


Figure 2.24

- a. To modify this chart to display different categories, click the appropriate check box under *Student Sex* and *Session*. The report instantly reflects the modifications. (Figure 2.24)
4. The *Class Grade* button (Figure 2.23) displays the average performance of both males and females in a class for a term.

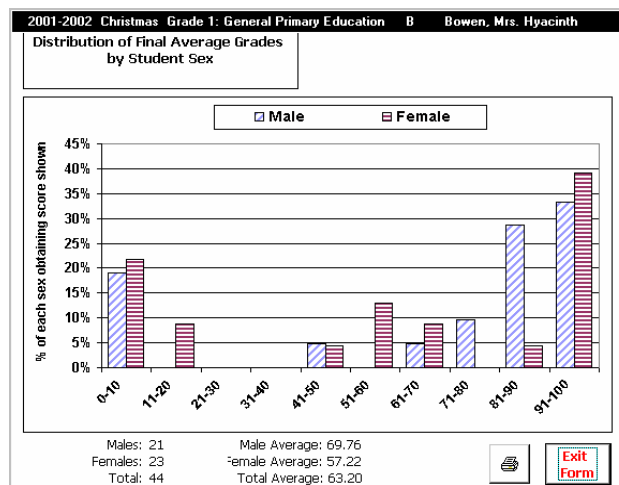


Figure 2.25

5. Click the *Return to Main Menu* button (Figure 2.22) to go to the main menu

chapter 3



REPORTS MENU

This chapter looks at a variety of reports that can be generated from information entered into the database. The reports can be categorized at all level; students, teacher, class and school level.

CONTENTS

Reports Menu

- School Information button
- Classes Button
- Students Button
- Attendance Button
- All Reports Button

The Reports Menu

1. The *Report Menu* is accessed from the *Main Menu* but is not active until either *Administrator Mode* or *Teacher Mode* is clicked. Once activated, click on the *Report Menu* button as shown in Figure 3.1 to display the *Report Menu* Form.

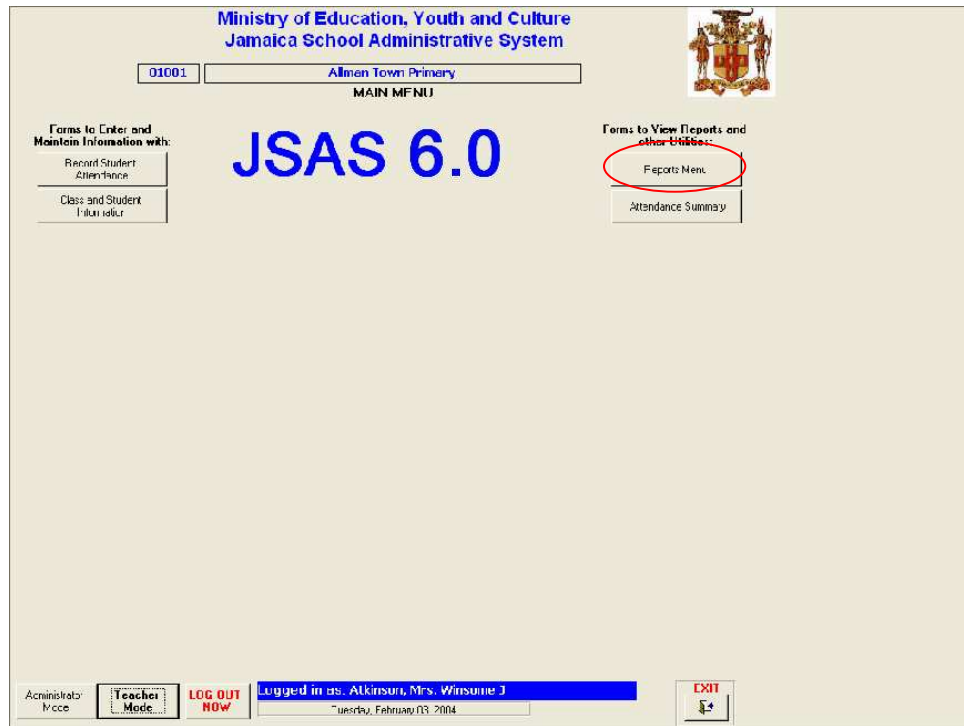


Figure 3.1

2. The form defaults to *All Reports*. The list of the reports generated under this default is listed in the blue circle on Figure 3.2.
3. The list of report choices can be limited by clicking on the individual buttons circled in red on Figure 3.2: *School Information*, *Classes*, *Student*, and *Attendance*.

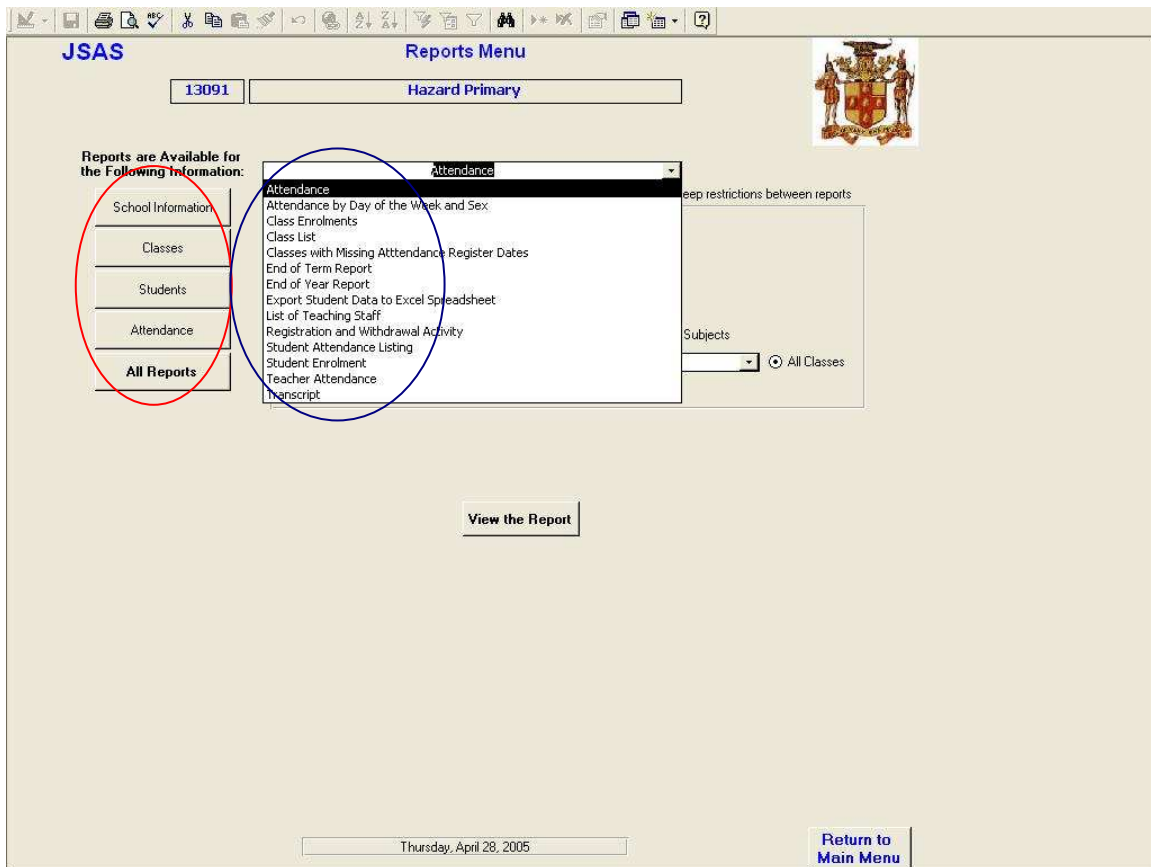


Figure 3.2

School Information Button

1. Click on the *School Information* button to see all the reports that can generate under this criterion.

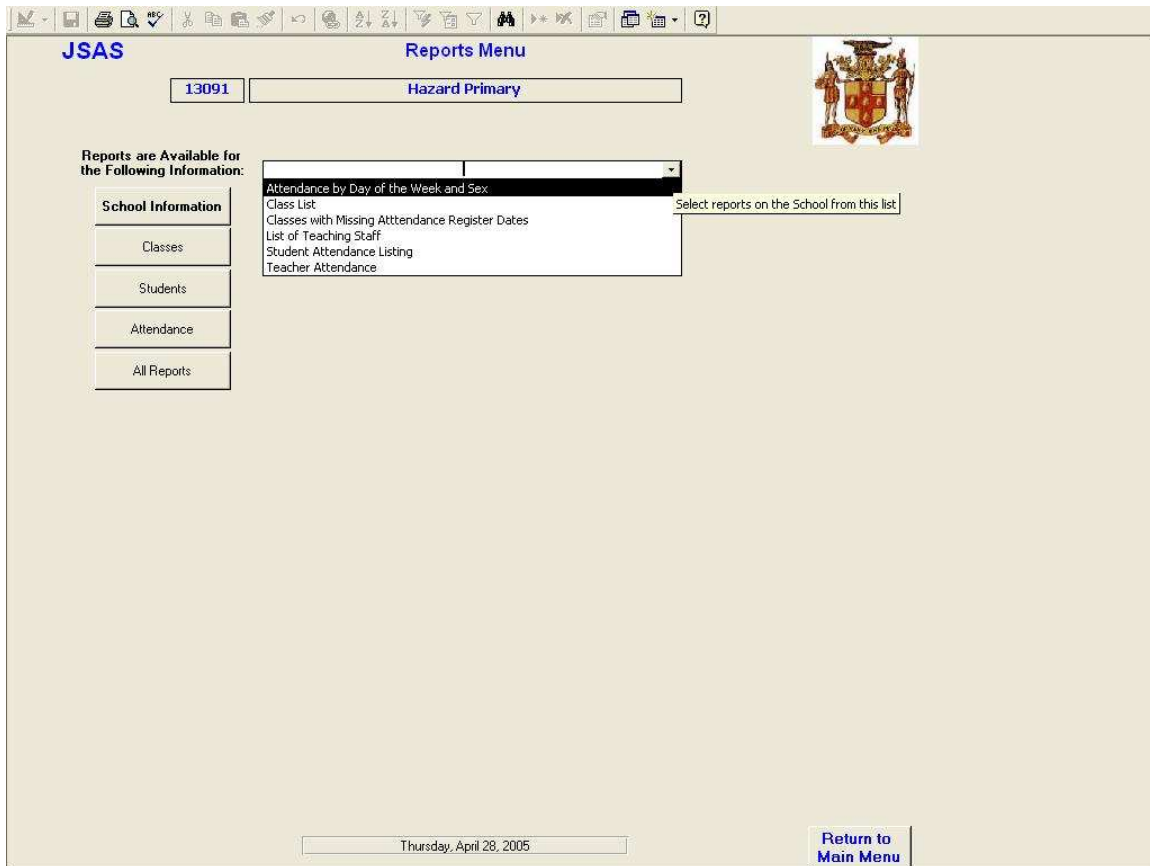


Figure 3.3

2. The different options are available by clicking on the down arrow to the right of the text box as shown in Figure 3.3. The choices are: *Attendance by Day of the Week and Sex*, *Class List*, *Class with Missing Attendance Dates*, *List of Teaching Staff*, *Student Attendance Listing*, *Teacher Attendance*.
3. Click on *Attendance by Day of the Week and Sex* and a form will display (Figure 3.4). By clicking the down arrow to the right of the each entry box, the form sets the report based on the choices of school year, term, level, grade and class.

JSAS Reports Menu

13091 Hazard Primary School

Reports are Available for the Following Information: Attendance by Day of the Week and Sex

Restrictions which can be applied to the report: ☐ Check here to keep restrictions between reports

School Information

- Classes
- Students
- Attendance
- All Reports

School Year: All School Years

Term: All Terms

Level: All Levels

Grade: All Grades

Class: All Classes

View the Report

08 January 2003

Return to Main Menu

Figure 3.4

- There is also the option to select *All School Year*, *All Term*, *All Levels*, *All Grades* and *All Class*, which is the default setting and located to the right of each label.
- Fill in the form and click on the *View the Report* button.
- The report shown in Figure 3.5 is the report generated for the *Attendance Pattern for Males and Females* for two sessions. The first chart is for the first session and the second chart for is for the second session for the Grade 1 students for the Easter term.

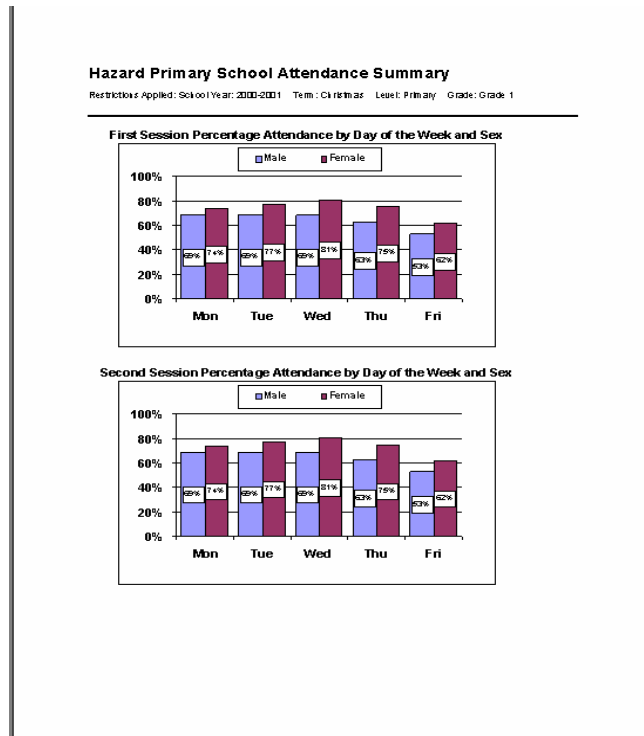


Figure 3.5

- d. There is also the option to keep restrictions between reports. Click on the checkbox located below the report choice entry box, circled in red on Figure 3.6. Keeping the restrictions is helpful if the criteria for one report are needed for the others.

JSAS **Reports Menu**

U1001 Allman Town Primary

Reports are Available for the Following Information:

Attendance by Day of the Week and Sex

Restrictions which can be applied to the report: ☒ Check here to keep restrictions between reports

School Year: 2003-2004 ☐ All School Years

Term: Christmas ☐ All Terms

Level: Primary ☐ All Levels

Books: Books 2 ☐ All Grades

Class: 2003-2004/Christmas General Primary Education/Grade 2/Section 21 ☐ All Classes

View the Report

Wednesday, February 14, 2004

[Return to Main Menu](#)

Figure 3.6

All reports are generated in a similar manner. The following steps illustrate some of the reports that can be generated through the *Reports Menu*.

NB: The restrictions used to generate the report are listed at the beginning of the report.

4. The example in Figure 3.7, a *Class List* report, displays each class taught in Grade 1, during Christmas term, in the school year 2000-2001.

Hazard Primary School Class List					
Restrictions Applied: School Year: 2000-2001 Term: Christmas Level: Primary Grade: Grade 1 Subject: General Primary Education					
School Year	2000-2001	Term	Christmas		
Level	Primary	Grade	Grade 1		
Subject			Section	Teacher	
General Primary Education			B	Bowen, Mrs. Hyacinth	
General Primary Education			E	Edwards, Mrs. Julia B	
General Primary Education			O	Owens, Mrs. Rose M	

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Figure 3.7

5. The example in Figure 3.8, a *Class with Missing Attendance Dates* report, and displays the attendance not recorded by grades and class. There were no restrictions used, which means the report was generated using the default setting: *All School Year, All Term, All Levels, All Grades and All Class*.

Hazard Primary School					
Classes with Missing Attendance Register Dates					
No Restrictions Applied					
School Year	2000-2001	Term	Christmas		
Primary	Grade 1	Section	Teacher	Days Missing Attendance	Regist
General Primary Education		B	Bowen, Mrs. Hyacinth	Total 4	
				14 September 2000	
				13 October 2000	
				16 October 2000	
				15 December 2000	
General Primary Education		E	Edwards, Miss Julia B	Total 11	
				11 September 2000	
				19 September 2000	
				06 October 2000	
				12 October 2000	
				13 October 2000	
				16 October 2000	
				17 October 2000	
				19 October 2000	
				20 October 2000	
				23 October 2000	
				15 December 2000	
General Primary Education		O	Owens, Mrs. Rose M	Total 3	
				13 October 2000	
				16 October 2000	
				15 December 2000	
Primary	Grade 2	Section	Teacher	Days Missing Attendance	Regist
General Primary Education		A	Anderson, Miss Lella A	Total 1	
				16 October 2000	
General Primary Education		P	Palmer, Mrs. Paulette P	Total 5	
				13 October 2000	
				16 October 2000	
				13 December 2000	
				14 December 2000	
				15 December 2000	
General Primary Education		R	Ricketts, Miss Winsome R.	Total 2	
				16 October 2000	
				15 December 2000	
Primary	Grade 3	Section	Teacher	Days Missing Attendance	Regist
General Primary Education		R	Riley-Francis, Mrs. Velmore R	Total 75	
				04 September 2000	
				05 September 2000	
				06 September 2000	
				07 September 2000	
				08 September 2000	
				11 September 2000	
				12 September 2000	
				13 September 2000	

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Figure 3.8

6. The example in Figure 3.9, the *List of Teaching Staff* report, displays all of the teachers in the school.

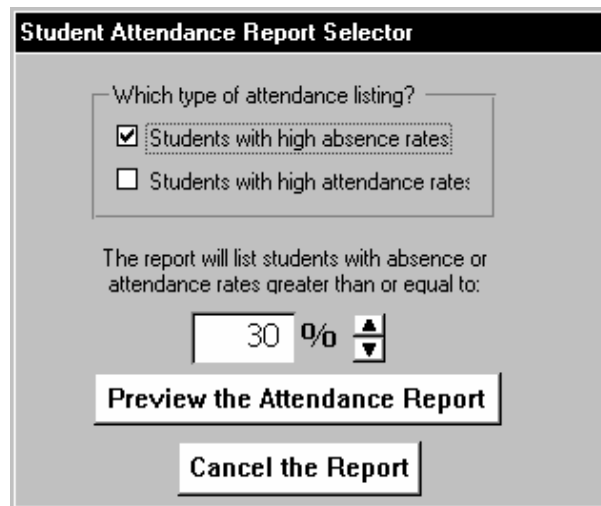
List of Teaching Staff	
Currently Active Teaching Staff	NIS
Anderson, Miss Leila A.	C-608075
Arkison, Mrs. Winsome J.	X-608220
Bartley, Mr. Julia MA	C-783652
Beason, Mr. Byron M.	C-607114
Bennett, Mr. Dayton M.	
Blackstock, Mrs. Lillian A.	C-423185
Bowen, Mrs. Hyacinth	C-674021
Edwards, Miss Julia B.	D-478131
Edwards, Mrs. Nadine A.	C-788034
Elliot, Miss Sandra E.	C-643319
Golding-Brown, Mrs. Heunike A.	
Howell, Mr. Carlisle E.	C-733503
James, Miss Marika A.	C-743027
Johanson, Mrs. Shirley Ann M.	C-803018
McKenzie, Mrs. Carlette V.	
McKenzie, Miss Simone ML	
Miller, Mrs. Tressie M.	C-783618
Miller-Brigley, Mrs. Sherie A.	C-673894
Mitchell, Mrs. Verna P.	C-438135
Owens, Mrs. Rose M.	C-623651
Palmer, Mrs. Paulette P.	M-598100
Pitter-Thomas, Mrs. Sonia	C-633619
Richards - Hibbert, Mrs. Margaret M.	C-668412
Ricketts, Mrs. Winsome R.	G-684524
Riley-Francis, Mr. Velmore R.	K-608582
Sobmon, Mr. Dakota H.	C-633521
Thomas, Miss Sheron P.	C-703475
Thompson, Mr. Marneen J.	C-668369
Walker, Mrs. Cleothie M.	
Walters, Mr. Leon B.	C-471145
Wilson, Miss Carol N.	S-668182

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Figure 3.9

7. The *Student Attendance Listing* report sorts the information, based on whether the report will list students with high attendance or students with high absenteeism.
- Check the box to specify the report needed. The rates can be adjusted to select what percentage point you wish to view the report. The report will list students within the percentage range.



The image shows a software dialog box titled "Student Attendance Report Selector". It contains a section titled "Which type of attendance listing?" with two radio button options: "Students with high absence rates" (which is selected) and "Students with high attendance rates". Below this, a text label states "The report will list students with absence or attendance rates greater than or equal to:". This is followed by a text input field containing the number "30", a percentage symbol "%", and a small up/down arrow icon. At the bottom of the dialog are two buttons: "Preview the Attendance Report" and "Cancel the Report".

Figure 3.10

- Click the *Preview the Attendance Report* button and view the absence or attendance report.
- The example in Figure 3.11, the *Hazard Primary School Absences 30% or Higher* report, displays the high absenteeism in Mrs. Edward's Grade 1 for the Christmas Term.
- Click *Cancel the Report* (Figure 3.12) if you decided you don't need this report.

Hazard Primary School Absences 30% and Higher

Restrictions Applied: School Year: 2000-2001 Term: Christmas Level: Primary Grade: Grade 1 Class:
2000-2001.Christmas: General Primary Education Grade 1/Section E: Edwards, Miss Jiliana B

2000-2001.Christmas: General Primary Education Grade 1/Section E: Edwards, Miss Jiliana B (Total Sessions: 128)	% Sessions Absent	Session 1 Absences	Session 2 Absences
Pitt, Sasheel (9686)	77%	49	49
Brown, Anthony C. (9545)	74%	48	47
Daley, Christopher (9704)	70%	45	45
Strickland, Jerome (9710)	69%	44	44
Cooper, James (9689)	64%	41	41
Hamilton, Joliana (9690)	64%	41	41
Scott, Jemaline (9702)	63%	41	40
Wilcox, Herbert A. (9554)	63%	40	40
Smith, Rishale (9692)	58%	37	37
Murdock, Patrick (9688)	53%	34	34
Cole, Tasika (9672)	47%	30	30
Henry, Latoya (9599)	47%	30	30
Hall, Sasiecka (9533)	45%	29	29
Manning, Eluk R. (9552)	45%	29	29
Thomas, Jerome (9561)	42%	27	27
Baker, Odessa (9603)	39%	25	25
Biggs, Saiya (9713)	39%	25	25
Reece, Taula (9650)	36%	23	23
Bridges, Rishale (9564)	35%	22	23
Watson, Weston (9598)	35%	23	22
Biggs, Saiya (9712)	33%	21	21
Peters, Chrystal A. (9535)	33%	21	21
Johnson, Dylan (9693)	31%	20	20

Figure 3.11

- The *Teacher Attendance* report sorts the information based on the teachers' attendance pattern for the term chosen.

Hazard Primary Teacher Attendance

Restrictions Applied: School Year: 2000-2001 Term: Christmas

Overall Teacher Attendance (Active Teachers)		Attendance Sessions	Status %	Required Sessions	Status %
	Not required	2	6.5%	-	-
	On-time	21	67.7%	21	72.4%
	Late	3	9.7%	3	10.3%
	Absent with permission	3	9.7%	3	10.3%
	Absent without permission	2	6.5%	2	6.9%
	TOTAL	31	100.0%	29	100.0%

Monday		Attendance Sessions	Status %	Required Sessions	Status %
	Not required	2	6.5%	-	-
	On-time	21	67.7%	21	72.4%
	Late	3	9.7%	3	10.3%
	Absent with permission	3	9.7%	3	10.3%
	Absent without permission	2	6.5%	2	6.9%
	Total for Monday	31	100.0%	29	100.0%

Figure 3.12

Classes, Students, Attendance and All Reports

1. Click on the *Classes* button to see all the reports that can be generated under this criterion.

The screenshot shows the JSAS Reports Menu interface. At the top, there is a toolbar with various icons. Below the toolbar, the text 'JSAS' is on the left and 'Reports Menu' is on the right. In the center, there are two input fields: '13091' and 'Hazard Primary'. On the left side, there is a vertical menu with buttons for 'School Information', 'Classes', 'Students', 'Attendance', and 'All Reports'. The 'Classes' button is highlighted. To the right of the 'Classes' button, a dropdown menu is open, displaying a list of report options: 'Attendance', 'Class Enrolments', 'Class List', 'Classes with Missing Attendance Register Dates', 'End of Term Report', 'End of Year Report', 'List of Teaching Staff', and 'Registration and Withdrawal Activity'. At the bottom of the interface, there is a date display showing 'Thursday, April 28, 2005' and a button labeled 'Return to Main Menu'.

Figure 3.13

2. The different options available by clicking on the down arrow to the right of the list box as shown in Figure 3.13. The choices are: *Attendance*, *Class Enrolment*, *Class List*, *Class with Missing Attendance Register Dates*, *End of Term Report*, *End of Year Report*, *List of Teaching Staff* and *Registration & Withdrawal Activity*.
3. Click on *Attendance* and a form will display as shown in (Figure 3.14). By clicking the down arrow to the right of the each entry box, the form is set to report, based on the choices of school year, term, level, grade and class.

JSAS Reports Menu

13091 Hazard Primary School

Reports are Available for the Following Information:

- School Information
- Classes**
- Students
- Attendance
- All Reports

Attendance

Restrictions which can be applied to the report: ☐ Check here to keep restrictions between reports

School Year: ☒ All School Years

Term: ☒ All Terms

Level: ☒ All Levels

Grade: ☒ All Grades

Subject: ☒ All Subjects

Class: ☒ All Classes

[View the Report](#)

Thursday, February 12, 2004

[Return to Main Menu](#)

Figure 3.14

4. Click on *View the Report* button and the *Attendance Report Options* Form will display (Figure 3.15).

Attendance Report Options

Attendance Report Options

☐ Check here if you want the report broken out by gra

Check which details you want the report to ha

☐ Daily detail of attendance

☐ Monthly average attendance

☐ Termly average attendance

☐ Yearly average attendance

[Preview](#) [Return to the Reports](#)

Figure 3.15

5. Select on the options to display and view the report. The report lists: *Daily Detail of Attendance*; *Monthly Average Attendance*; *Termly Average Attendance* and *Yearly Average Attendance*.
 - a. After selecting the options to report, click the *Preview* button and the report shown in displays.

Hazard Primary School Attendance

Restrictions Applied: School Year: 2000-2001 Term: Christmas Level: Primary Grade: Grade 1 Class:
2000-2001/Christmas: General Primary Education/Grade 1/Section O: Owens, Mrs. Rose M

Data for All Grades or Grade Selected	Session 1			Session 2		
	M	F	Tot	M	F	Tot
September (average)	20	13	34	20	13	34
October (average)	19	13	31	19	13	31
November (average)	15	13	28	15	13	28
December (average)	6	9	15	6	9	15
Christmas Term (average)	16	12	29	16	12	29

Figure 3.16

- Click the *Return to the Reports* button (Figure 3.14) if there are changes to be made.
- Click on the printer icon to print the report.
- Click on the *Close* button to return to the *Reports Menu* screen.

6. Click on *Class Enrolment* and a form will display. By clicking the down arrow to the right of the each entry box, the form is set to report, based on the choices of school year, term, level, grade and class
 - a. The *Class Enrolment* report lists information about the students enrolled in the classes (Figure 3.16).

Hazard Primary School Class Enrolments							
No Restrictions Applied							
School Year	1999-2000	Term	Christmas	Level	Primary	Grade	Grade 1
Subject	General Primary Education					Section	E
Teacher	Edwards, Miss Juliana B						
Sex	No.	Student Name (Admission No.)			Birthdate	Age	
Male	1	Bashford, Shovel (9389)			07-Jan-93		
	2	Edwards, Alexander Andrehan (9467)			02-Feb-93		
	3	Edwards, Mashehl (9465)			11-Aug-93		
	4	Forest, Jalauny (9463)			22-Nov-93		
	5	Hamilton, Richie (9446)			28-Sep-92		
	6	James, Jerome (9507)			30-Jan-93		
	7	Johnson, Marlon (9437)			20-Sep-93		
	8	Langie, Richardo (9330)			05-Jul-93		
	9	McLean, Chase (9351)			23-Oct-93		
	10	Mitchell, Kurt (9508)			17-Sep-93		
	11	Mitchell, Shemar (9432)			24-Dec-93		
	12	Pitzer, Danielle (9484)			01-Jun-93		
	13	Rowe, Andre (9350)			04-Aug-93		
	14	Smith, Kimary (9442)			29-Jan-94		
	15	Walker, Calford (9487)			15-Oct-93		
	16	Williams, Amar (9399)			15-Oct-93		
	17	Williams, Rodayne (9384)			06-Jan-93		
	18	Williamson, Tevon (9405)			01-Mar-93		
Female	19	Benjamin, Sophia (9488)			14-Aug-93		
	20	Brown, Kerona (9491)			13-Jun-93		
	21	Callaghan, Natalia (9461)			17-Mar-93		
	22	Campbell, Karecia (9489)			13-Nov-93		
	23	Cole, Natalee (9505)			21-Dec-92		
	24	Gordon, Niteya (9388)			29-Mar-93		
	25	Jones, Kessa (9495)			06-Sep-93		
	26	Leslie, Keisha (9485)			30-May-93		
	27	McLeod, Christol (9439)			12-Jun-93		
	28	Mills, Christabella (9436)			26-Jan-92		
	29	Reid, Temel (9377)			10-Jun-93		
	30	Richardson, Shanai (9360)			25-Aug-93		
	31	Simpson, Sutanis (9324)			18-Jan-92		
	32	Tendison, Kayon (9344)			03-Aug-93		
	33	Thomas, Alecia (9501)			02-Nov-93		
	34	Wallace, Monnel (9510)			24-Jul-93		
	35	Whyte, Juddion (9486)			13-Oct-93		
	36	Williams, Britney (9422)			17-Apr-93		
	37	Williams, Karydin (9434)			20-Sep-93		

Figure 3.17

7. The *Class List*, *Class with Missing Attendance Register Dates*, *End of Term Report*, *End of Year Report*, *List of Teaching Staff* and *Registration & Withdrawal Activity* reports work as the examples shown under *School Information* section.

Students

The students' reports generate year-end final grades as well as term end grades such as shown in Figure 3.18.

Hazard Primary
May Pen P.O.
Clarendon
End of Year Report 2000-2001 School Year

Admission No.
9669

Student Name: Ramario Allen Birthdate: 31-Aug-94

Christmas Term - 2000-2001 School Year

Subject: General Primary Education Grade: Grade 1

Teacher: Owens, Mrs. Rose M

Sessions Offered: 144 Sessions Present: 86 Attendance Percentage: 60 %

Grading Aspects forming part of the Term Average

Grading Aspect	Grade %	Rank	Comments
Integrated Studies	0	25/38	Ramario shows a little interest in his work . Easily distracted . He was absent to Language Arts and Integrated Studies
Language Arts Window	0	25/38	
Mathematics Window	47.5	25/38	
Student Average: 15.8	Class Average: 46.6	Student's Rank in Class: 26/38	

Cumulative Sessions Offered: 144 Sessions Present: 86 Attendance Percentage: 60 %

Comments

Principal

Figure 3.18

The other reports menu options operate in a similar manner as explained above. Select the option needed, set the criteria and view the report.

4 chapter

ATTENDANCE SUMMARY

The *Attendance Summary* button is similar to the *Attendance Summary* button explained in Chapter 1 on page 9.

CONTENTS

Attendance Summary

- Viewing the Numbers and Accessing the Monthly Summary

Viewing the Numbers and Accessing the Monthly Summary

1. Click on the *Attendance Summary* button located on the *Main Menu* form.
2. The form appears as shown in Figure 4.1. The report lists the attendance numbers for the date specified. The dates can be changed using the calendar icon or the arrows for previous or next day.

School Year 2001-2002 **Term** Easter **Date Attendance Taken** 07 January 2002

	SESSION 1			SESSION 2		
	Male	Female	Total	Male	Female	Total
Totals for the day:	382	295	677	382	296	678
Grade 1 (4/4)	64	54	118	65	54	119
Grade 2 (4/4)	57	47	104	56	47	103
Grade 3 (4/4)	77	44	121	77	44	121
Grade 4 (4/4)	72	47	119	72	48	120
Grade 5 (4/4)	59	54	113	59	54	113
Grade 6 (3/3)	53	49	102	53	49	102

Previous Day **Next Day**

Monthly Summary **First Shift** **Second** **Full Attendance Summary**

Figure 4.1

3. A monthly summary can be generated from this form. The Ministry of Education, Youth and Culture requires the monthly report.
 - a. If the school is a shift school, two reports are required. The two reports can be generated from this form using the *First Shift* – *Second* buttons (Figure 4.1).
 - b. If the school is not a shift school, the *First Shift* button is the only button enabled.
4. Click the *First Shift* button and the report is generated as shown in Figure 4.2. A similar report will be generated for the second shift after clicking the *Second* button

Ministry of Education, Youth and Culture
Infant, Primary, All Age and Primary & Junior High Schools

School Code 13091	Month: Jan.	Year: 2002
School Name: Hazard Primary School		
Shift First	Parish: Clarendon	

ATTENDANCE							
Number in Attendance							
Day	Date	Infant		Grades 1-6		Grades 7-9	
		Boys	Girls	Boys	Girls	Boys	Girls
Mon.							
Tue.							
Wed.							
Thu.							
Fri.							
Mon.	7	0	0	205	142	0	0
Tue.	8	0	0	209	143	0	0
Wed.	9	0	0	214	145	0	0
Thu.	10	0	0	201	138	0	0
Fri.	11	0	0	175	134	0	0
Mon.	14	0	0	214	145	0	0
Tue.	15	0	0	221	144	0	0
Wed.	16	0	0	222	145	0	0
Thu.	17	0	0	214	152	0	0
Fri.	18	0	0	159	124	0	0
Mon.	21	0	0	206	153	0	0
Tue.	22	0	0	218	152	0	0
Wed.	23	0	0	216	151	0	0
Thu.	24	0	0	202	149	0	0
Fri.	25	0	0	158	111	0	0
Mon.	28	0	0	211	134	0	0
Tue.	29	0	0	211	140	0	0
Wed.	30	0	0	212	144	0	0
Thu.	31	0	0	210	137	0	0
Fri.							

Form EMS-98-01

ENROLMENT					
Infant		Grades 1-6		Grades 7-9	
Boys	Girls	Boys	Girls	Boys	Girls
0	0	255	175	0	0

SCHOOL FEEDING	
Type of School Feeding Programme: Nutri Bun and Drink/Milk	<input checked="" type="checkbox"/>
Cooked Meal	<input checked="" type="checkbox"/>

Number of Recipients							
Day	Date	Infant		Grades 1-6		Grades 7-9	
		Boys	Girls	Boys	Girls	Boys	Girls
Mon.							
Tue.							
Wed.							
Thu.							
Fri.							
Mon.	7						
Tue.	8						
Wed.	9						
Thu.	10						
Fri.	11						
Mon.	14						
Tue.	15						
Wed.	16						
Thu.	17						
Fri.	18						
Mon.	21						
Tue.	22						
Wed.	23						
Thu.	24						
Fri.	25						
Mon.	28						
Tue.	29						
Wed.	30						
Thu.	31						
Fri.							

Form EMS-98-02

Figure 4.2